

How to obtain a Louisiana Department of Health temporary Summer Feeding Permit to operate. Questions & Answers:

How does my company become an approved provider of Summer Feeding meals?

- Contact the Louisiana Department of Education
- Go to www.louisianafitkids.com for contact info.
- **May 15th is the deadline to apply as a LDOE sponsor.**

Where can I find the Summer Feeding Questionnaire to get started?

- Go to www.eatsafe.la.gov ➡ “Summer Feeding Information” ➡ “**Summer Feeding Questionnaire**”
- Any site that cooks and/or provides meals for Summer Feeding, must submit a Summer Feeding Questionnaire for each location to the local parish to obtain a temporary Summer Feeding Permit to Operate.

Does my site need a LDH Permit to Operate?

- Yes. All cooking sites and/or feeding sites must obtain/hold a LDH Retail Food Permit.
- Go to www.eatsafe.la.gov ➡ “For New Businesses” tab ➡ Plans Review Packet Questionnaire
 - Provide a floor plan of the establishment, and a menu.
- The criteria below require a NEW permit to operate:
 - Any Cooking site that does not have a current annual LDH Permit to operate
 - Any first time use site that has never been used as a Summer Feeding Site
 - Congregate Mobile Food Units (Travelling food establishments)
 - Provide the **Mobile Food Establishment** Plans Review Packet Questionnaire
 - Include a **floor plan, menu, commissary letter**, and **Time as Public Health Control for Potentially Hazardous foods (PHF)** (if PHF are provided)
 - Returning SF Sponsors *with no change in operation or menu from the previous year's submission* do not need to submit a RFP RPQ to the local parish office. *You do need to submit a completed Summer Feeding Questionnaire.*

Where do I send the questionnaire(s) to obtain a Summer Feeding Permit?

- Send the questionnaires to the local Sanitarians' Office for review and approval.
- Submit questionnaires a minimum of two weeks before the Summer Feeding begins.
 - **Plans typically can take 7-10 business days for review/approval.**
 - Plans are not always approved. **Don't wait until the last minute!**
- The Chief Plumbing Official in the city/parish regulates plumbing.
 - Be sure to contact the CBO early to prevent delays in the approval of the site.

Can I start operating once plans are approved?

- When your establishment is ready to operate, you must call the local Sanitarians' Office for an Opening inspection prior to the start date of the Summer Feeding program dates.
- **Your site shall not operate outside of the temporary permit dates set by the sponsor.**
 - Permit dates will not be backdated if no permit was obtained to prior to food service, or if the establishment was operating outside of allowed set dates.